

Department of State
Washington, D.C.

Foreign Service Manual

Transmittal Letter: A-11

VOL. I - ADMINISTRATION

August 22, 1950

1. MATERIAL TRANSMITTED:

Part III Administrative and Technical Services

Section 165, Emergency Storage.

2. EXPLANATION:

- a. Section 165 is a codification and clarification of existing regulations and instructions on the subject of emergency storage with the following amendments: The attached regulations provide that the allowable weight and/or volume for storage shall be subject to the same limitations which apply in the case of shipment. "Housing emergency" is defined. The definition of the beginning and termination dates of storage costs entitlement is clarified.
- b. These regulations are effective July 1, 1950.
- c. These regulations supersede section 103.607(m) of the Foreign Service Regulations, dated January 14, 1949.

3. FILING INSTRUCTIONS:

- a. File attached material pages 165, 165.4, exhibit 165.43, and 165.44 immediately following the divider for Part III, Administrative and Technical Services.
- b. Delete section 103.607(m) of the Foreign Service Regulations by pen and ink.

State Dept. review completed

FILE THIS TRANSMITTAL LETTER IN THE MANUAL

Except in unusual circumstances, storage will be on a reimbursable basis

Insert number of applicable manual section

<small>FORM FS-445 8-2-50</small> DEPARTMENT OF STATE APPLICATION FOR AUTHORIZATION FOR PAYMENT OR REIMBURSEMENT OF EMERGENCY STORAGE COSTS		1. NAME (First, Middle, Last) _____ TITLE _____	
I hereby apply for authorization for payment or reimbursement of emergency storage costs under SEC _____ of the FOREIGN SERVICE MANUAL for the fiscal year _____. (APPLICANT FILL IN PERTINENT SECTION)		2. PRESENT POST OF ASSIGNMENT _____	
		3. PRESENT MAILING ADDRESS _____	
4. POST(S) OF ASSIGNMENT DURING PERIOD FOR WHICH PAYMENT OR REIMBURSEMENT OF STORAGE COST IS REQUESTED →	POST	FROM	TO
	_____	_____	_____
	_____	_____	_____
5. TYPE OF QUARTERS OCCUPIED DURING PERIOD FOR WHICH STORAGE PAYMENT IS CLAIMED		6. DATE ON WHICH EFFECTS WERE STORED	
<input type="checkbox"/> GOVERNMENT-OWNED, <input type="checkbox"/> PRIVATELY-OWNED <input type="checkbox"/> -LEASED, OR -REQUISITIONED <input type="checkbox"/> OR -LEASED		<input type="checkbox"/> FURNISHED <input type="checkbox"/> UNFURNISHED	
7. NAME AND ADDRESS OF STORAGE COMPANY (or companies) WHERE EFFECTS (exclusive of automobile) ARE STORED:			
NAME		ADDRESS	
_____		Number Street City Country	
NAME		ADDRESS	
_____		Number Street City Country	
8. LOCATION OF AUTOMOBILE FOR WHICH PAYMENT OR REIMBURSEMENT OF STORAGE COST IS REQUESTED:			
NAME OF STORAGE COMPANY		ADDRESS	
_____		Number Street City Country	
9. FULL NAME OF PERSON HAVING TITLE TO AUTOMOBILE		10. WAS ANY OTHER AUTOMOBILE SHIPPED TO THE POST UNDER YOUR TRAVEL AUTHORIZATION, OR IS IT INTENDED TO MAKE SUCH SHIPMENT IF SO, GIVE DESCRIPTION (Use reverse side if necessary)	
_____		<input type="checkbox"/> NO <input type="checkbox"/> YES _____	
11. INDICATE BELOW ACTUAL OR ESTIMATED COST OF STORAGE OF ABOVE EFFECTS AND/OR AUTOMOBILE, EXCLUSIVE OF INSURANCE			
A. CARTAGE OF EFFECTS FROM RESIDENCE OR SHIPPING TERMINAL TO PLACE OF STORAGE		\$ _____	
B. STORAGE OF EFFECTS (Per Month)		\$ _____	
C. "LOOSE PACKING" OF EFFECTS		\$ _____	
D. STORAGE OF AUTOMOBILE (Per Month)		\$ _____	
E. CARTAGE TO RESIDENCE OR SHIPPING TERMINAL		\$ _____	
F. UNPACKING AND UNCRATING		\$ _____	
12. ESTIMATED DURATION OF STORAGE _____			
13. EMERGENCY CONDITION(S) NECESSITATING STORAGE (Cite pertinent subsection of the Foreign Service Manual and give brief description of specific conditions. Use reverse side, if necessary)			
_____ SIGNATURE OF APPLICANT DATE _____			
14. VERIFICATION AND COMMENTS BY PRINCIPAL OR ADMINISTRATIVE OFFICER AT POST(S) OF ASSIGNMENT DURING PERIOD OF STORAGE (Item 4) AS TO EMERGENCY CONDITION(S) NECESSITATING STORAGE (Item 13)			
_____ SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL DATE _____			

(Submit original and one copy to Department)

Fill in exact date effects were put into storage

See sec. 165.3 of manual for maximum limitations on weight and/or volume

Include reference to pertinent subsection of sec. 165.2

165.44 Preparation of Vouchers

When authorized or approved by the Department emergency storage costs may be vouchered on Standard Form 1034 or 1146, supported by receipts on Standard Form 1012a where reimbursement is claimed. No payment under these regulations shall be made for periods during which storage payments can be made under any other regulation.

165 Emergency Storage165.1 General

Payments or reimbursements authorized under these regulations are for the purpose of compensating officers and employees of the Foreign Service for the cost of storing their furniture and household and personal effects during periods of assignment to posts to which, because of emergency conditions, they cannot take or at which they are unable to use such furniture and household and personal effects.

165.2 Emergency Conditions

Emergency conditions warranting authorization or approval of emergency storage shall be limited to:

- a. Non-availability of usual transportation facilities (other than air) at point of origin, destination, or enroute;
- b. Housing shortage at the post necessitating the occupancy of furnished quarters at exorbitant rental costs;
- c. General civil disturbance or imminent threat thereof, including but not restricted to war, civil war, uprisings, riots, strikes, blockades, or martial law;
- d. Acts of nature, including but not restricted to earthquakes, tidal waves, flood, fire, storm, or disease or pestilence resulting in quarantine or refusal of transportation or entry or exit of effects;
- e. Unusual import or export restrictions or obstructions;
- ✓ f. Other conditions recognized as emergencies and set forth in the document authorizing or approving storage payment.

165.3 Costs Includable

The costs payable or reimbursable by the Government under this regulation may include the following; provided the weight and/or volume of the furniture, household and personal effects stored, together with the weight and/or volume of such effects shipped at Government expense, do not, in total, exceed the maximum weight and/or volume limitations which were in effect on the first date of storage or on the date of the assignment with respect to which emergency conditions exist, whichever is later, as set forth in section 103.676(a) of the Foreign Service Regulations:

- a. Cartage of the effects from the residence or shipping terminal, as the case may be, to the place of storage;

- b. The cost of such packing (known as "loose packing") as may be necessary to prepare the effects for storage but not for shipment;
- c. The cost of storing effects;
- d. Cartage to a residence or shipping terminal;
- e. The cost of unpacking and uncrating at such residence.

165.4 Payment

165.41 Date of Commencement

When authorized or approved by the Department, payment or reimbursement of emergency storage costs shall commence on the date specified in the authorizing or approving document.

165.42 Date of Termination

Payment or reimbursement of emergency storage costs shall terminate on the date specified in the authorizing or approving document or on the date:

- a. The applicable emergency condition ceases;
- b. The officer or employee commences travel under a transfer order; or, if no travel under the transfer order is involved, the effective date of transfer;
- c. The officer or employee dies, resigns, is retired, dismissed or otherwise separated from the Service;
- d. Determined by the Department;

whichever is the earliest, except that payment may be authorized or approved by the Department beyond such date for a reasonable period (normally not in excess of 90 days).

165.43 Application

Application for payment or reimbursement of emergency storage costs shall be submitted to the Department on Form FS-445, Application for Authorization for Payment or Reimbursement of Emergency Storage Costs, in duplicate. (See exhibit 165.43.)